

1999 JOINT SERVICES MEDICAL FACILITIES MANAGEMENT/ASHE SYMPOSIUM REGISTRATION <i>Please type or write legibly</i>		
First Name:	Last Name:	Rank/Grade:
Social Security:		
Organization:		
Office Symbol:	Base Name:	
Mailing Address:		
City or Air Force Base:	State:	Zip Code:
Commercial Phone:	Commercial Fax:	
DSN Phone:	DSN Fax:	
E-Mail Address:		
Official Duty Title:		
Name Tag Name: (Example: for Jonathan Smith, "John")		
I will be staying for the course, Environment of Care Yes or No		
Arrival Date:		Departure Date:
Hotel: Holiday Inn Independence Mall 400 Arch Street Philadelphia PA 19106 (215) 923-8660		
Smoking	Nonsmoking	No Preference
Please circle		
Credit Card Name:		
Credit Card Number:		
Expiration Date:		
Please indicate any special accommodations		

Please return this completed form to: AFMLO/Teri Baal
Commercial Fax: (301) 619-2557/2958 or DSN 343-2557/2958

6 March 1999

MEMORANDUM FOR 1999 AF MEDICAL FACILITIES MANAGEMENT SYMPOSIUM ATTENDEES

FROM: AFMLO/FOMF
1423 Sultan Drive Suite 200
Fort Detrick MD 21702-5006

SUBJECT: Registration for the 1999 Joint Services Medical Facilities Management Symposium

The Air Force, Army, Navy, and VA will host the Joint Services Medical Facilities Management Symposium (JSMFMS) in conjunction with the 36th Annual Conference & Exhibition of the American Society for Healthcare Engineering (ASHE), 21-25 June 1999. This year's symposium will be held at the Pennsylvania Convention Center, Philadelphia, Pennsylvania.

Detailed registration procedures and symposium information are contained in Attachment 2, the Official Message. After reviewing this message, please fill out the registration form, Attachment 1, and return it to AFMLO, Attention: Teri Baal.

Donna will be responsible for making your hotel reservation. Rooms have been blocked at the Holiday Inn Independence Mall, downtown Philadelphia. After Donna makes your reservation, she will forward your confirmation sheet to you. If you need to make any changes or cancellations to your reservation, please contact your hotel directly after the initial reservation is complete. All blocks of rooms will be released to the public on **15 May 1999**. **After 15 May 1999, it may be extremely difficult for you to find a hotel room at or near the government per diem rate of \$113.00 in downtown Philadelphia.** For this reason you are encouraged to forward your registration information to Ms. Baal's attention immediately.

In addition to Monday's DoD/VA day and the ASHE annual conference and technical exhibition there is going to be an Environment of Care course offered on Friday afternoon and Saturday, 25 and 26 June. This course is being presented due to the high level interest in how the MTFs are doing during their accreditation surveys. The Friday afternoon session will be held at the Pennsylvania Convention Center from 1300 to 1630. The Saturday session will be held from 0830 until approximately 1500 at the Holiday Inn, Independence Mall, downtown Philadelphia. The topics being covered will include a review of the Environment of Care standards, preparation for a JCAHO survey, and review of survey 1998 findings at Air Force facilities.

Parking is available in the downtown Philadelphia area at approximately \$8.00 a day. The Holiday Inn is within walking distance to the Philadelphia Convention.

ASHE will mail a detailed information/registration brochure for the ASHE conference. If you do not receive an ASHE brochure by the first part of May, please contact Ms. Baal.

If you have any questions, you may contact Maj Richard Hart, (301) 619-4081, DSN 343-4081 or Capt Bob Zak, (301) 619-4031, DSN 343-4031 or e-mail: richard_hart@ft-detrick.af.mil or robert_zak@ft-detrick.af.mil. For your hotel reservations you contact Teri Baal, (301) 619-6961, DSN 343-6961, e-mail: teri_baal@ft-detrick.army.mil. Registration materials may be faxed to AFMLO, Attention: Teri Baal, DSN 343-2557/2958 or commercial (301) 619-2557/2958. We look forward to seeing you in July.

/s/

RICHARD F. HART, Maj, USAF, MSC
Chief, Facilities Management

Attachments:

1. Registration Form
2. Copy of Official Message
3. Philadelphia Travel Brochure

1. GENERAL. THE 1999 JOINT SERVICES MEDICAL FACILITIES MANAGEMENT SYMPOSIUM (19TH ANNUAL WORLDWIDE AIR FORCE MEDICAL FACILITIES MANAGEMENT SYMPOSIUM -- COURSE J3OZR41A3-000) WILL BE HELD 21-25 JUNE 1999 IN PHILADELPHIA, PENNSYLVANIA. THE SYMPOSIUM WILL BE HELD IN CONJUNCTION WITH THE AMERICAN SOCIETY FOR HEALTHCARE ENGINEERING (ASHE) 36TH ANNUAL CONFERENCE AND TECHNICAL EXHIBITION.

2. SYMPOSIUM REGISTRATION INFORMATION. THERE ARE THREE STEPS TO THE SYMPOSIUM REGISTRATION PROCESS. REGARDLESS OF FUNDING SOURCE, ALL AIR FORCE ATTENDEES SHOULD FOLLOW THE FOLLOWING STEPS. IF YOU ARE NOT CENTRALLY FUNDED FOR THE REGISTRATION FEE BY AFMLO, YOU WILL NEED TO COMPLETE ONE ADDITIONAL STEP. SEE NOTE AFTER PARAGRAPH C.

A. REGISTER WITH AFMLO. ALL ATTENDEES MUST REGISTER FOR THE SYMPOSIUM THROUGH THE AIR FORCE MEDICAL LOGISTICS OFFICE (AFMLO). PLEASE COMPLETE A REGISTRATION FORM AND RETURN IT TO TERI BAAL AT THE PHONE NUMBER LISTED ON THE FORM. THE REGISTRATION FORM IS INCLUDED IN THE SYMPOSIUM INFORMATION MATERIALS MAILED TO EACH MTF, MAJCOM AND FACILITIES MANAGEMENT SUPPORT ORGANIZATION 6 MARCH 1999. THE REGISTRATION FORM AND INFORMATION WILL ALSO BE PUBLISHED IN THE MARCH EDITION OF THE AIR FORCE MEDICAL LOGISTICS LETTER (AFMLL).

B. REGISTER WITH AFTMS. ALL SYMPOSIUM ATTENDEES MUST OBTAIN A TRAINING QUOTA (EITHER FUNDED OR UNFUNDED) TO ATTEND THIS AETC-SPONSORED SYMPOSIUM. AETC HAS ALLOTTED 82 FUNDED TRAINING QUOTAS FOR THIS YEAR'S SYMPOSIUM. FOR THE ALLOTMENT OF 82 FUNDED TRAINING QUOTAS FOR THIS YEAR'S SYMPOSIUM. YOU WILL BE CONTACTED BY YOUR MAJCOM FACILITIES MANAGEMENT REPRESENTATIVE IF YOU HAVE BEEN SELECTED TO RECEIVE A FUNDED QUOTA. (CONTACT YOUR MAJCOM REPRESENTATIVE IF YOU NEED ADDITIONAL INFORMATION ABOUT FUNDED TRAINING QUOTAS.) DUE TO THE NUMBER OF FUNDED QUOTAS, THE MAJORITY OF ATTENDEES WILL REQUIRE AN UNFUNDED QUOTA. TO OBTAIN AN UNFUNDED QUOTA, ASK YOUR UNIT TRAINING MANAGER TO REGISTER YOU FOR COURSE NUMBER **J3OZR41A3-000, CLASS ID 99010**, IN THE AIR FORCE TRAINING MANAGEMENT COMPUTER SYSTEM (AFTMS). TO RECEIVE OFFICIAL CREDIT FOR ATTENDANCE, AND TO ENSURE PROOF OF ATTENDANCE IS DOCUMENTED IN YOUR PERSONNEL RECORD, YOU MUST BE REGISTERED IN AFTMS REGARDLESS OF WHETHER YOUR QUOTA IS FUNDED OR UNFUNDED.

C. REGISTRATION FOR ASHE EDUCATIONAL SESSIONS. ASHE WILL MAIL A DETAILED INFORMATION/REGISTRATION BROCHURE FOR THE ASHE CONFERENCE. UPON RECEIPT OF THIS BROCHURE, PLEASE REVIEW THE EDUCATIONAL SESSION DESCRIPTIONS AND COMPLETE THE EDUCATIONAL SESSION "SIGN-UP" FORM CONTAINED IN THE BROCHURE. RETURN THE COMPLETED FORM TO THE ATTENTION OF TERI BAAL AT FAX NUMBER DSN 343-2557/2958, COMMERCIAL (301) 619-2557/2958. IF YOU DO NOT RECEIVE A BROCHURE DIRECTLY FROM ASHE BY THE BEGINNING OF MAY, PLEASE CONTACT MS. POFFINBERGER AT DSN 343-6961, COMMERCIAL (301) 619-6961.

NOTE: FOR THOSE ATTENDEES WHO ARE NOT CENTRALLY FUNDED BY AFMLO, YOU WILL NEED TO COMPLETE THE ENTIRE CONFERENCE REGISTRATION FEES SECTION OF THE ASHE BROCHURE AND FORWARD THE ASHE REGISTRATION INFORMATION TO ASHE AND SUPPLY A COPY TO AFMLO.

3. ASHE CONFERENCE REGISTRATION.

A. THE ASHE CONFERENCE REGISTRATION FEE FOR ALL DEPARTMENT OF DEFENSE ATTENDEES IS \$425.00 PER PERSON IF RECEIVED BY 14 MAY 1999. ANY REGISTRATION RECEIVED AFTER 14 MAY THE ASHE REGISTRATION FEE WILL BE \$475.00. AFMLO WILL CENTRALLY PAY THE \$425.00 PER PERSON REGISTRATION FEE FOR THE MAJORITY OF AIR FORCE PARTICIPANTS. AT THIS TIME, AFMLO HAS FUNDING AVAILABLE TO PAY

REGISTRATION FEES FOR UP TO 130 ATTENDEES. PRIORITY WILL BE GIVEN TO FUNDING ONE ATTENDEE FROM EACH MTF, MAJOR COMMAND AND HEADQUARTERS AGENCY BEFORE ADDITIONAL PERSONNEL WILL BE FUNDED.

B. ADDITIONAL ATTENDEES FROM A SINGLE MTF, MAJCOM, OR HQ AGENCY SHOULD REGISTER FOR THE SYMPOSIUM THROUGH AFMLO, BUT PLAN ON USING LOCAL FUNDING TO COVER THE \$425.00 REGISTRATION FEE IF RECEIVED BEFORE 14 MAY. (TO DO THIS, ENSURE TRAVEL ORDERS INCLUDE A REQUIREMENT FOR THE REGISTRATION FEE. THEN, PLAN TO USE A PERSONAL CHECK/CASH/OR YOUR INDIVIDUAL CREDIT CARD TO PAY THE ASHE REGISTRATION FEE ON-SITE AT THE CONFERENCE. ASHE WILL NOT ACCEPT A PERSONAL GOVERNMENT CREDIT CARD. UPON RETURN, FILE FOR REIMBURSEMENT OF THE REGISTRATION FEE ON YOUR TRAVEL VOUCHER, DD FORM 1351-2.) AGAIN, ANY ASHE REGISTRATION RECEIVED AFTER 14 MAY, THE REGISTRATION FEE WILL BE \$475.00.

C. AFMLO WILL MAINTAIN A LIST OF ATTENDEES AWAITING CENTRAL FUNDING OF THE REGISTRATION FEE. THOSE ATTENDEES ON THE WAITING LIST WILL BE NOTIFIED BY AFMLO ON A FIRST-COME, FIRST-SERVED BASIS IF ADDITIONAL CENTRAL FUNDING BECOMES AVAILABLE TO PAY FOR THEIR REGISTRATION FEE. (NOTE: THOSE WHOSE REGISTRATION FEE WILL BE CENTRALLY PAID BY AFMLO DO NOT NEED TO HAVE A REQUIREMENT FOR A REGISTRATION FEE ON THEIR TDY ORDERS.)

4. REPORTING INSTRUCTIONS. THE JOINT SERVICES SYMPOSIUM IS SCHEDULED TO BEGIN PROMPTLY AT 0730 ON MONDAY, 21 JUN 99. IN ADDITION TO MONDAY'S DOD/VA DAY AND THE ASHE ANNUAL CONFERENCE AND TECHNICAL EXHIBITION THERE IS GOING TO BE AN ENVIRONMENT OF CARE COURSE OFFERED ON FRIDAY AFTERNOON AND SATURDAY, 25 AND 26 JUNE. THIS COURSE IS BEING PRESENTED DUE TO THE HIGH LEVEL INTEREST IN HOW THE MTFs ARE DOING DURING THEIR ACCREDITATION SURVEYS. THE FRIDAY AFTERNOON SESSION WILL BE HELD AT THE PENNSYLVANIA CONVENTION CENTER FROM 1300 TO 1630. THE SATURDAY SESSION WILL BE HELD FROM 0830 UNTIL APPROXIMATELY 1600 AT THE HOLIDAY INN, INDEPENDENCE MALL, DOWNTOWN PHILADELPHIA. THE TOPICS BEING COVERED WILL INCLUDE A REVIEW OF THE ENVIRONMENT OF CARE STANDARDS, PREPARATION FOR A JCAHO SURVEY, AND REVIEW OF SURVEY 1998 FINDINGS AT AIR FORCE FACILITIES.

THESE SESSIONS ARE HIGHLY ENCOURAGED FOR ALL ATTENDEES WHO HAD A SURVEY IN 1998 OR EXPECTING A SURVEY IN 1999. ALL AIR FORCE ATTENDEES ARE ENCOURAGED TO ATTEND THESE SESSIONS BECAUSE AIR FORCE MTFs WILL START IN 2000 THE NEW CYCLE OF JCAHO SURVEYS. PLEASE INDICATE ON YOUR REGISTRATION FORM IF YOU INTEND TO ATTEND THE SATURDAY SESSION. THE FRIDAY AFTERNOON SESSION IS PART OF THE FACILITIES MANAGEMENT SYMPOSIUM. NO DEPARTURE FLIGHTS OUT OF PHILADELPHIA SHOULD BEFORE 1700 ON SATURDAY. **EARLY DEPARTURE IS NOT AUTHORIZED.** SYMPOSIUM CHECK-IN FOR AIR FORCE PERSONNEL WILL BE HELD AT THE HOLIDAY INN, INDEPENDENCE MALL PHILADELPHIA, DOWNTOWN PHILADELPHIA. 1200-2000, SUNDAY, 20 JUN 99. LATE CHECK-IN WILL BE HELD AT THE PHILADELPHIA CONVENTION CENTER FROM 0645-0730 ON MONDAY, 21 JUNE. PLEASE BRING TWO COPIES OF YOUR OFFICIAL TDY ORDERS TO THE AIR FORCE REGISTRATION. REGISTRATION/CHECK-IN FOR THE ASHE CONFERENCE WILL BE HELD ON MONDAY, 21 JUNE FROM 1600-1900.

5. HOTEL ACCOMMODATIONS. HOTEL ROOMS HAVE BEEN BLOCKED AT THE HOLIDAY INN, INDEPENDENCE MALL PHILADELPHIA. THE RATE FOR THE HOTEL IS \$113.00. YOU WILL BE REQUIRED TO COMPLETE A FORM AT THE HOTEL TO BE EXEMPT FROM TAX. ALL DOD, AIR FORCE, AND ASHE SESSIONS WILL BE HELD AT THE PHILADELPHIA CONVENTION CENTER WHICH IS WITHIN WALKING DISTANCE OF THE HOLIDAY INN. THIS YEAR MAKE YOUR ROOM RESERVATION DIRECTLY WITH TERI BAAL BY FAXING THE REGISTRATION FORM TO DSN 343-2557/2958, COMMERCIAL (301) 619-2557/2958. ALL BLOCKS OF ROOMS WILL BE RELEASED TO THE PUBLIC ON 15 MAY 1999. AFTER 15 MAY 1999, IT MAY BE EXTREMELY DIFFICULT FOR YOU TO FIND A HOTEL ROOM IN DOWNTOWN

PHILADELPHIA. FOR THIS REASON YOU ARE ENCOURAGED TO MAKE YOUR ROOM RESERVATION IMMEDIATELY. IF YOU NEED TO CANCEL YOUR RESERVATION, CONTACT THE HOTEL DIRECTLY AT LEAST 72 HOURS PRIOR TO YOUR SCHEDULED ARRIVAL TIME. IF YOU CANCEL YOUR RESERVATION LESS THAN 72 HOURS PRIOR TO YOUR SCHEDULED ARRIVAL, THE HOTEL WILL CHARGE YOU FOR ONE OR MORE NIGHTS. AFTER MAKING YOUR HOTEL RESERVATION, MS. POFFINBERGER WILL FORWARD THE HOTEL CONFIRMATION NUMBER TO YOU.

6. TDY EXPENSES. THE MAJORITY OF SYMPOSIUM ATTENDEES WILL RECEIVE UNFUNDED TRAINING QUOTAS, MEANING ALL TDY EXPENSES MUST BE PAID WITH LOCAL FUNDS. TDY EXPENSES WILL INCLUDE AIRFARE TO AND FROM THE PHILADELPHIA AREA (OR MILEAGE), 6 OR 7 NIGHTS LODGING AT APPROXIMATELY \$113.00 PER NIGHT, 6 OR 7 DAYS PER DIEM AT \$46.00 PER DAY, TRANSPORTATION TO AND FROM THE AIRPORT BY CAB OR SHUTTLE BUS FOR A ONE-WAY TRIP (APPROXIMATELY \$18.00) OR ROUND TRIP (APPROXIMATELY \$30.00), AND ANY PARKING IN THE DOWNTOWN AREA AT APPROXIMATELY \$8.00 PER DAY. THE SYMPOSIUM REGISTRATION FEE, WHICH WILL BE PAID CENTRALLY BY AFMLO FOR THE MAJORITY OF ATTENDEES, IS THE ONLY EXPENSE THAT WILL NOT HAVE TO BE FUNDED LOCALLY. (SEE PARAGRAPH 3 FOR ADDITIONAL INFORMATION.)

7. SYMPOSIUM/CONFERENCE OVERVIEW. ON MONDAY MORNING, THE AIR FORCE, ARMY, NAVY AND VETERANS AFFAIRS WILL MEET AS A GROUP FOR AN OPENING SESSION AND AN UPDATE ON ISSUES AFFECTING DOD FACILITIES MANAGEMENT. ON MONDAY AFTERNOON, THE SERVICES WILL CONDUCT SEPARATE WORKSHOPS. THE ASHE CONFERENCE BEGINS MONDAY EVENING WITH THE TECHNICAL EXHIBITION. THE ASHE CONFERENCE WILL BE IN SESSION FROM TUESDAY MORNING UNTIL NOON ON FRIDAY. ON FRIDAY AFTERNOON AND SATURDAY, 25 AND 26 JUNE IS THE ADDITIONAL COURSE, ENVIRONMENT OF CARE. THIS COURSE IS BEING PRESENTED DUE TO THE HIGH LEVEL INTEREST IN HOW THE MTFS ARE DOING DURING THEIR ACCREDITATION SURVEYS. THE FRIDAY AFTERNOON SESSION WILL BE HELD AT THE PENNSYLVANIA CONVENTION CENTER FROM 1300 TO 1630. THE SATURDAY SESSION WILL BE HELD FROM 0830 UNTIL APPROXIMATELY 1500 AT THE INDEPENDENCE MALL HOLIDAY INN. THE TOPICS BEING COVERED WILL INCLUDE A REVIEW OF THE ENVIRONMENT OF CARE STANDARDS, PREPARATION FOR A JCAHO SURVEY, AND REVIEW OF SURVEY 1998 FINDINGS AT AIR FORCE FACILITIES.

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8. UNIFORM/DRESS. THROUGHOUT THE WEEK, ANY COMBINATION OF THE BLUE UNIFORM IS ACCEPTABLE FOR MILITARY ATTENDEES; HOWEVER, MILITARY SHOULD BRING TIE/TAB. (MILITARY ARE NOT REQUIRED TO BRING SERVICE DRESS.) THROUGHOUT THE WEEK, CIVILIANS SHOULD WEAR APPROPRIATE BUSINESS ATTIRE (DRESS SHIRT/SLACKS). FOR THE ASHE BANQUET ON THURSDAY NIGHT, CIVILIAN ATTIRE IS APPROPRIATE FOR BOTH MILITARY AND CIVILIANS: COAT/TIE FOR MEN, EQUIVALENT ATTIRE FOR WOMEN.

9. QUESTIONS? IF YOU HAVE ANY QUESTIONS CONCERNING THE SYMPOSIUM, PLEASE CONTACT MAJ HART AT DSN 343-4081, CAPT BOB ZAK, DSN 343-4031, OR MS. TERI BAAL, DSN 343-6961. (COMMERCIAL (301) 619-XXXX.) FOR THOSE NEEDING TO FAX REGISTRATION FORMS, AFMLO'S FAX NUMBERS ARE DSN 343-2958 OR 343-2557 (COMMERCIAL (301) 619-XXXX). MS. POFFINBERGER IS THE CONTACT FOR REGISTRATION AND MAKING HOTEL RESERVATIONS.